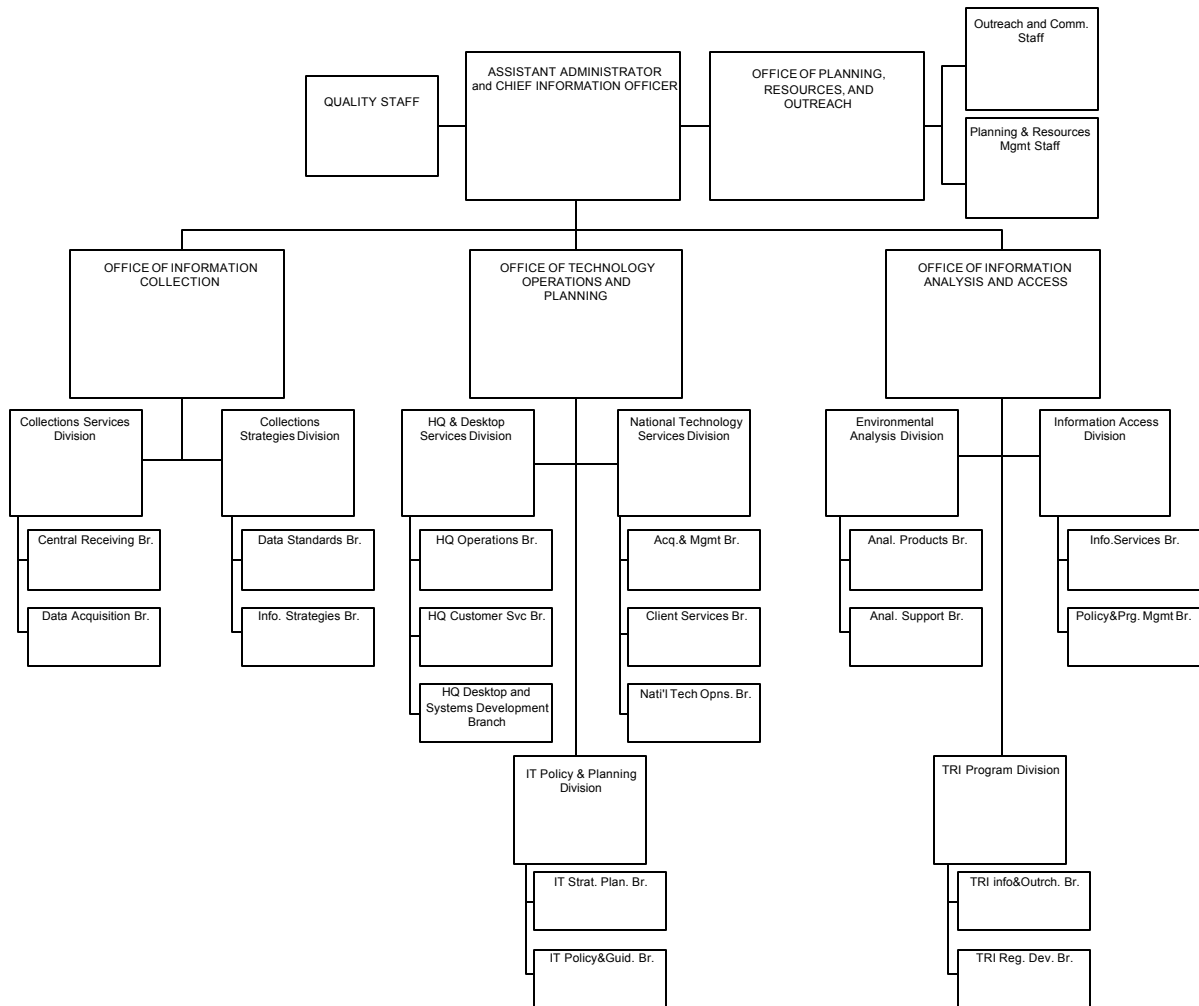


**ORGANIZATIONAL CHARTS  
AND FUNCTIONAL STATEMENTS  
FOR THE OFFICE OF ENVIRONMENTAL  
INFORMATION**

## Organizational Chart

### Office of Environmental Information (OEI)

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## Functional Statements

### **Office of Environmental Information (OEI)**

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EPA's Office of Environmental Information supports the Agency's mission of protecting public health and the environment by integrating high quality environmental information to make it useful for informing decisions, improving information analyses, documenting performance, and measuring success. The office, in consultation with its many different internal and external stakeholders and partners, establishes and oversees information policies and procedures to address the concerns of local, state, and federal government; tribes; the regulated community; interest groups; the general public; and EPA managers and staff. Specifically, the office performs the following major functions:

- Fulfill the responsibilities of EPA's Chief Information Officer in accordance with the Clinger-Cohen Act.
- Serve as a point of contact for EPA's external partners on information issues and assist them in locating, using, and leveraging information and services.
- Provide leadership for improving the quality and utility of EPA's data and information.
- Improve the efficiency of data and information collected by EPA to fulfill current and future information needs, while reducing the costs and other burdens for partners and stakeholders.
- Ensure that the best practical and cost-effective technology is applied to meet EPA's current and future information needs.
- Provide leadership in the integration, analysis, and interpretation of environmental data, by producing products and policies that represent best practices and are responsive to customer needs.
- Provide the public with high-quality and useful information on environmental quality, status, and trends with the goal that our customers will be empowered to use the data and information to enhance their health and protect the environment in their communities.
- Ensure that EPA shares environmental data and information with our partners and the public in a consistent, efficient manner that avoids conflicting or confusing messages and promotes user understanding through contextual information.

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**IMMEDIATE OFFICE OF THE ASSISTANT ADMINISTRATOR AND CHIEF INFORMATION OFFICER**  
**Office of Environmental Information (OEI)**

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**ORGANIZATIONAL  
HEAD**

Assistant Administrator for Information and Chief Information Officer

**REPORTS TO**

Administrator

**FUNCTIONS**

The Office of Environmental Information (OEI) provides supervision and direction to, and serves as the steward for, the Agency's information programs. Specifically, the Assistant Administrator performs the following functions:

- Carry out the responsibilities of the Chief Information Officer, as specified by the Clinger-Cohen Act, the Paperwork Reduction Act, the Computer Security Act, and other applicable statutes and regulations, including Office of Management and Budget (OMB) Circular A-130, and Presidential Directive Document (PDD)-63.
- Serves as the Senior Resource Official (SRO) for the OEI.
- Develop and oversee the implementation of the Agency's information security program.
- Establish an innovative center of excellence that advances the creation, management and use of information as a strategic resource at EPA.
- Develop the Agency's information and data plan to support the business needs of EPA.
- Provide Agency leadership for improving the quality and utility of EPA's data by producing products, services and policies that detect trends, represent best practices, and are responsive to customer needs.
- Provide leadership and management for the Agency's strategic information planning and investment processes.
- Implement and operate the Agency-wide information management program, including collection, information technology and access functions.
- Establish and oversee the implementation of EPA information policy.
- Chair the Quality and Information Council and ensure representation of the OEI on the Council's Information Subcommittees and the Quality Subcommittee.
- Provide leadership and management for the Agency Quality System.
- Approve Agency Quality Management Plans.
- Ensure that OEI cross-cutting programs and initiatives are appropriately and explicitly coordinated Office-wide.

## BACKGROUND AND SUPPLEMENTAL INFORMATION

- Establish and enforce Agency information standards.
- Serve as Agency Lead for the Environmental Council of the States (ECOS)/EPA Information Management Work Group (IMWG), and as the EPA Co-Chair of the ECOS/EPA IMWG Executive Council.
- Governing statutes, orders, and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Regulatory Flexibility Act, Small Business Regulatory Enforcement Fairness Act, Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy Protection Act, High Performance Computing Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, Emergency Planning and Community Right to Know Act, Pollution Prevention Act, EPA's Implementation of the Privacy Act, Executive Order 12656 (Assignment of Emergency Preparedness Responsibilities, as amended by Executive Order 13074), Executive Order 12845 (Requiring Agencies to Purchase Energy Efficient Computer Equipment), Executive Order 13011 (Federal Information Technology), OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-130 (Management of Federal Information Resources), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program), EPA Order 5360.1 CHG 1.
- The Quality and Information Council (QIC) is the senior Agency leadership body for information programs and quality systems. The Council advises the Information Office, the Administrator and the Deputy Administrator on decisions related to the Agency's information policies, program implementation issues, and information investments. The Council is made up of Deputy Assistant Administrators and Deputy Regional Administrators from throughout the Agency.
- The Environmental Council of the States (ECOS) is "the national non-profit, non-partisan association of state and territorial environmental commissioners. The mission of ECOS is to improve the environment of the United States by providing for the exchange of ideas, views and experiences among states and territories, fostering cooperation and coordination in environmental management, and articulating state positions to Congress and the U.S. Environmental Protection Agency on environmental issues."
- The ECOS/EPA Information Management Work Group (IMWG) was established in a partnership agreement between EPA and the States. This agreement calls for ECOS and EPA to build locally and nationally accessible, environmental information systems; improve the collection, management, and sharing of environmental information in support of environmental goals and priorities; and reduce costs and burden by sharing investments in technology and developing a common set of useful and usable environmental information. The Work Group is the forum for:
  - resolving information issues between states and EPA;
  - learning from each other's efforts and investments; and

- achieving a shared vision of future environmental information management.
- EPA's partnerships with the States is multifaceted and involves state organizations that extend beyond those represented by the Environmental Council of States (ECOS) and the ECOS/IMWG. The OEI will work with representatives and groups representing these other state partners to ensure that their perspectives are understood and represented in OEI activities as appropriate. The OEI will also coordinate the work of other parts of EPA with this same group of partners, as appropriate.

**OFFICE OF PLANNING, RESOURCES, AND OUTREACH (OPRO)**  
**IMMEDIATE OFFICE OF THE ASSISTANT ADMINISTRATOR AND CHIEF INFORMATION OFFICER**  
**Office of Environmental Information (OEI)**

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**ORGANIZATIONAL  
HEAD**

Director, Office of Planning, Resources, and Outreach

**REPORTS TO**

Assistant Administrator for Information and Chief Information Officer (CIO)

**FUNCTIONS**

The Office of Planning, Resources, and Outreach (OPRO) is responsible for providing the Office of Environmental Information (OEI) central policy, planning, resources management, and administrative services, as well as for serving as OEI's focal point for outreach and communication within OEI, within the Agency, and with external Agency partners, customers, and stakeholders. OPRO performs the following functions:

- Ensures implementation within OEI of all information policies, programs, and procedures, including OEI's Quality Program,
- Serves as OEI's lead for strategic and tactical planning, including the Agency lead for planning under the Government Performance and Results Act (GPRA) goals related to public right-to-know (currently designated as Goal 7 in EPA's Strategic Plan).
- Manages OEI resource programs and activities, including:
  - budget planning, formulation, and execution;
  - contracts, procurement, grants, cooperative agreements, and interagency agreements;
  - human resources and workforce development;
  - financial management, including financial tracking; and
  - information resources management.
- Conducts organizational analyses of, and leads organizational development for, OEI.
- Manages OEI communications programs and activities.
- Manages OEI outreach programs and activities, including coordination with Agency and external partners, customers, stakeholders.
- Serves as the Agency lead for support to the Quality and Information Council, and for coordination of EPA's participation on the Environmental Council of the States/EPA Information Management Working Group (IMWG).
- Provides OEI general office management and administrative services.
- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Inspector General Act Amendments, Regulatory Flexibility Act, Small Business Regulatory Enforcement Fairness Act, Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy Protection Act, High Performance Computing Act, Federal Records Act, Control of Paperwork Burdens on

**BACKGROUND AND  
SUPPLEMENTAL  
INFORMATION**

the Public, Records Management, EPA's Implementation of the Privacy Act, Executive Order 12656 (Assignment of Emergency Preparedness Responsibilities, as amended by Executive Order 13074), Executive Order 12845 (Requiring Agencies to Purchase Energy Efficient Computer Equipment), Executive Order 13011 (Federal Information Technology), OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-130 (Management of Federal Information Resources), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program) and EPA Order 5360.1 CHG 1.

- The Quality and Information Council (QIC) is the senior Agency leadership body for information programs and quality systems. The Council advises the Information Office, the Administrator and the Deputy Administrator on decisions related to the Agency's information policies, program implementation issues, and information investments. The Council is made up of Deputy Assistant Administrators and Deputy Regional Administrators from throughout the Agency.
- The Environmental Council of the States (ECOS) is "the national non-profit, non-partisan association of state and territorial environmental commissioners. The mission of ECOS is to improve the environment of the United States by providing for the exchange of ideas, views and experiences among states and territories, fostering cooperation and coordination in environmental management, and articulating state positions to Congress and the U.S. Environmental Protection Agency on environmental issues."
- The Environmental Council of the States (ECOS)/EPA Information Management Work Group was established in a partnership agreement between EPA and the States. This agreement calls for ECOS and EPA to build locally and nationally accessible, environmental information systems; improve the collection, management, and sharing of environmental information in support of environmental goals and priorities; and reduce costs and burden by sharing investments in technology and developing a common set of useful and usable environmental information. The Work Group is the forum for:
  - resolving information issues between states and EPA;
  - learning from each other's efforts and investments; and
  - achieving a shared vision of future environmental information management.

The Work Group works in parallel with EPA's Quality and Information Council, with several members of the Council also serving on the Executive Council of the IMWG. PROS is responsible for facilitating coordination and communication between the two groups on issues of joint concern.

- EPA's partnerships with the States is multifaceted and involves state organizations that extend beyond those represented by the Environmental Council of States (ECOS) and the ECOS/IMWG. The OEI will work with representatives and groups representing these other state partners to ensure that their perspectives are understood and represented in OEI activities as appropriate. The OEI will also coordinate the work of other parts of EPA with this same group of partners, as appropriate.





**OUTREACH AND COMMUNICATIONS STAFF (OCS)**  
**OFFICE OF PLANNING, RESOURCES, AND OUTREACH (OPRO)**  
**IMMEDIATE OFFICE OF THE ASSISTANT ADMINISTRATOR AND CHIEF INFORMATION OFFICER**  
**Office of Environmental Information (OEI)**

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**ORGANIZATIONAL  
HEAD**

Director, Outreach and Communications Staff

**REPORTS TO**

Director, Office of Planning, Resources, and Outreach

**FUNCTIONS**

The Outreach and Communications Staff is the focal point in the Information Office for communication and coordination, both within the Office and externally, with other EPA organizations and stakeholder groups outside the Agency. OCS performs the following functions:

- Manages and coordinates communications functions in the OEI, including, comprehensive and integrated communications planning in OEI.
- Manages the OEI programs for outreach to Federal/state/tribal/local government partners and stakeholders and ensures that all aspects of their concerns are addressed.
- Develops and implements appropriate mechanisms for reaching out to non-governmental organizations, such as communities, small businesses, environmental organizations and other groups with special outreach needs.
- Directs inquiries from internal and external stakeholders to appropriate contacts in the OEI.
- Communicates the activities of the OEI throughout the Agency.
- Manages OEI processes for handling Freedom of Information Act (FOIA) requests, correspondence, and records management.
- Coordinates the planning, development and review of all OEI print and electronic products intended for the public.
- Addresses stakeholder concerns by developing issue papers for the Assistant Administrator(NPM) and facilitating the resolution of issues.
- Identifies customer service performance expectations, sets performance standards and measures progress.
- Serves as the OEI lead for supporting the Quality and Information Council (QIC).
- Interacts with internal Agency communications and outreach staff, including Office of Communications, Education and Media Relations (OCEMR).
- Works with the OCEMR Press Office to handle press/media queries concerning the Information Office.
- Serves as the OEI liaison to the EPA Headquarters and Regional Offices.

**BACKGROUND AND  
SUPPLEMENTAL  
INFORMATION**

- Coordinates OEI activities with the Regions working through the Lead Region and other Regional contacts as appropriate.
- Establishes and maintains close working relationships with a broad range of public and private sector organizations interested in environmental information issues, e.g., environmental justice advocates, organizations representing tribal and local governments, environmental and other public interest groups, grassroots and community groups, trade associations representing industry and small business, and academic institutions.
- Coordinates EPA participation in Environmental Council of the States/EPA Information Management Work Group (IMWG) activities and initiatives.
- Develops and implements appropriate mechanisms for involving state information partners not represented by ECOS.
- Coordinates OEI support to public advisory committees and other informal efforts to gather expert opinion on information issues.
- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Inspector General Act Amendments, Regulatory Flexibility Act, Small Business Regulatory Enforcement Fairness Act, Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy Protection Act, High Performance Computing Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, EPA's Implementation of the Privacy Act, Executive Order 12656 (Assignment of Emergency Preparedness Responsibilities, as amended by Executive Order 13074), Executive Order 12845 (Requiring Agencies to Purchase Energy Efficient Computer Equipment), Executive Order 13011 (Federal Information Technology), OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-130 (Management of Federal Information Resources), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program) and EPA Order 5360.1 CHG 1.
- The Environmental Council of the States (ECOS) is "the national non-profit, non-partisan association of state and territorial environmental commissioners. The mission of ECOS is to improve the environment of the United States by providing for the exchange of ideas, views and experiences among states and territories, fostering cooperation and coordination in environmental management, and articulating state positions to Congress and the U.S. Environmental Protection Agency on environmental issues."
- The Environmental Council of the States(ECOS)/EPA Information Management Work Group was established in a partnership agreement between EPA and the States. This agreement calls for ECOS and EPA to build locally and nationally accessible, environmental information systems; improve the collection, management, and sharing of environmental information in support of environmental goals and priorities; and reduce costs and burden by sharing investments in

technology and developing a common set of useful and usable environmental information. The Work Group is the forum for:

- resolving information issues between states and EPA;
- learning from each other's efforts and investments; and
- achieving a shared vision of future environmental information management.

The Work Group works in parallel with EPA's Quality and Information Council, with several members of the Council also serving on the Executive Council of the IMWG. PROS is responsible for facilitating coordination and communication between the two groups on issues of joint concern.

- EPA's partnerships with the States is multifaceted and involves state organizations that extend beyond those represented by the Environmental Council of States (ECOS) and the ECOS/IMWG. The OEI will work with representatives and groups representing these other state partners to ensure that their perspectives are understood and represented in OEI activities as appropriate. The OEI will also coordinate the work of other parts of EPA with this same group of partners, as appropriate.
- The Quality and Information Council (QIC) is the senior Agency leadership body for information programs and quality systems. The Council advises the Information Office, the Administrator and the Deputy Administrator on decisions related to the Agency's information policies, program implementation issues, and information investments. The Council is made up of Deputy Assistant Administrators and Deputy Regional Administrators from throughout the Agency.

**PLANNING AND RESOURCES MANAGEMENT STAFF (PRMS)**  
**OFFICE OF PLANNING, RESOURCES, AND OUTREACH (OPRO)**  
**IMMEDIATE OFFICE OF THE ASSISTANT ADMINISTRATOR AND THE CHIEF INFORMATION OFFICER**  
**Office of Environmental Information (OEI)**

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**ORGANIZATIONAL  
HEAD**

Director, Planning and Resources Management Staff

**REPORTS TO**

Director, Office of Planning, Resources, and Outreach

**FUNCTIONS**

The Planning and Resources Management Staff (PRMS) provides the Office of Environmental Information (OEI) with centralized policy, planning, administrative, resources management, and personnel and organizational management services. PRMS is responsible for the following functions:

- Manages the OEI Quality Program.
- Ensures that EPA information policies and priorities are clearly and consistently communicated throughout the Agency, including establishment of uniform formatting standards for information policies.
- Carries out the responsibilities of the Assistant Administrator's Indian Program Manager.
- Carries out the responsibilities of the Assistant Administrator's Environmental Justice Coordinator.
- Manages OEI resource programs and activities, including:
  - budget planning, formulation, and execution;
  - contracts, procurement, grants, cooperative agreements, and interagency agreements;
  - human resources and workforce development;
  - financial management, including financial tracking; and
  - information resources management.
- Conducts organizational analyses of, and leads organizational development for, OEI.
- Manages the OEI management integrity and audit management programs.
- Serves as Agency Lead for planning under Government Performance and Results Act (GPRA) goals related to public right-to-know (currently designated as Goal 7 in the EPA Strategic Plan).
- Coordinates long-term strategic planning for the Information Office.
- Represents the Assistant Administrator on Agency planning, management and resource councils and decision forums.
- Identifies, examines and analyzes trends and projected future developments in information policies and strategies; coordinates OEI futures activities, within the office and with other EPA offices.
- Oversees international strategic planning for the OEI and liaison with Office of International Activities (OIA).
- Identifies customer service needs, sets annual performance goals for

**BACKGROUND AND  
SUPPLEMENTAL  
INFORMATION**

OPRO; measures and reports on progress.

- Conduct personal property and facility/space management.
- Manage the ethics program for the Immediate Office of the Assistant Administrator/CIO, OPRO, and the Quality Staff.
- Supports the Quality and Information Council (QIC).
- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Inspector General Act Amendments, Regulatory Flexibility Act, Small Business Regulatory Enforcement Fairness Act, Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy Protection Act, High Performance Computing Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, EPA's Implementation of the Privacy Act, Executive Order 12656 (Assignment of Emergency Preparedness Responsibilities, as amended by Executive Order 13074), Executive Order 12845 (Requiring Agencies to Purchase Energy Efficient Computer Equipment), Executive Order 13011 (Federal Information Technology), OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-130 (Management of Federal Information Resources), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program) and EPA Order 5360.1 CHG 1.
- The Quality and Information Council (QIC) is the senior Agency leadership body for information programs and quality systems. The Council advises the Information Office, the Administrator and the Deputy Administrator on decisions related to the Agency's information policies, program implementation issues, and information investments. The Council is made up of Deputy Assistant Administrators and Deputy Regional Administrators from throughout the Agency.

**QUALITY STAFF (QS)**  
**IMMEDIATE OFFICE OF THE ASSISTANT ADMINISTRATOR AND CHIEF INFORMATION OFFICER**  
**Office of Environmental Information (OEI)**

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**ORGANIZATIONAL  
HEAD**

Director, Quality Staff

**REPORTS TO**

Assistant Administrator for Information and Chief Information Officer

**FUNCTIONS**

The Quality Staff oversees implementation of the Agency's overall quality system. Its functions are as follows:

- Develop and oversee the implementation of Agency-wide policy for quality systems for environmental programs.
- Develop the Agency-level Quality Management Plan which defines the relationship and lines of authority for the Headquarters organizations, the Regional Offices, and Agency field offices, and links the Quality System to the Agency Strategic Plan.
- Develop guidance and tools to help improve the quality systems aspects of the Agency's environmental and information programs.
- Develop and oversee implementation of Agency quality systems policies and standards, including the review of Agency Quality Management Plans.
- Conduct annual strategic planning, identify customer service needs, set goals and performance measures for the Agency Quality System and for the Quality Staff, and measure and report on progress.
- Support the Quality Subcommittee.
- Oversee implementation of the Agency-wide policy for peer review of scientific and technical products, consistent with delegation from the AA for Research and Development.
- Ensure that significant QS initiatives and programs are coordinated with related activities and functions throughout the Office of Environmental Information and with internal and external partners and stakeholders, as appropriate.

**BACKGROUND AND  
SUPPLEMENTAL  
INFORMATION**

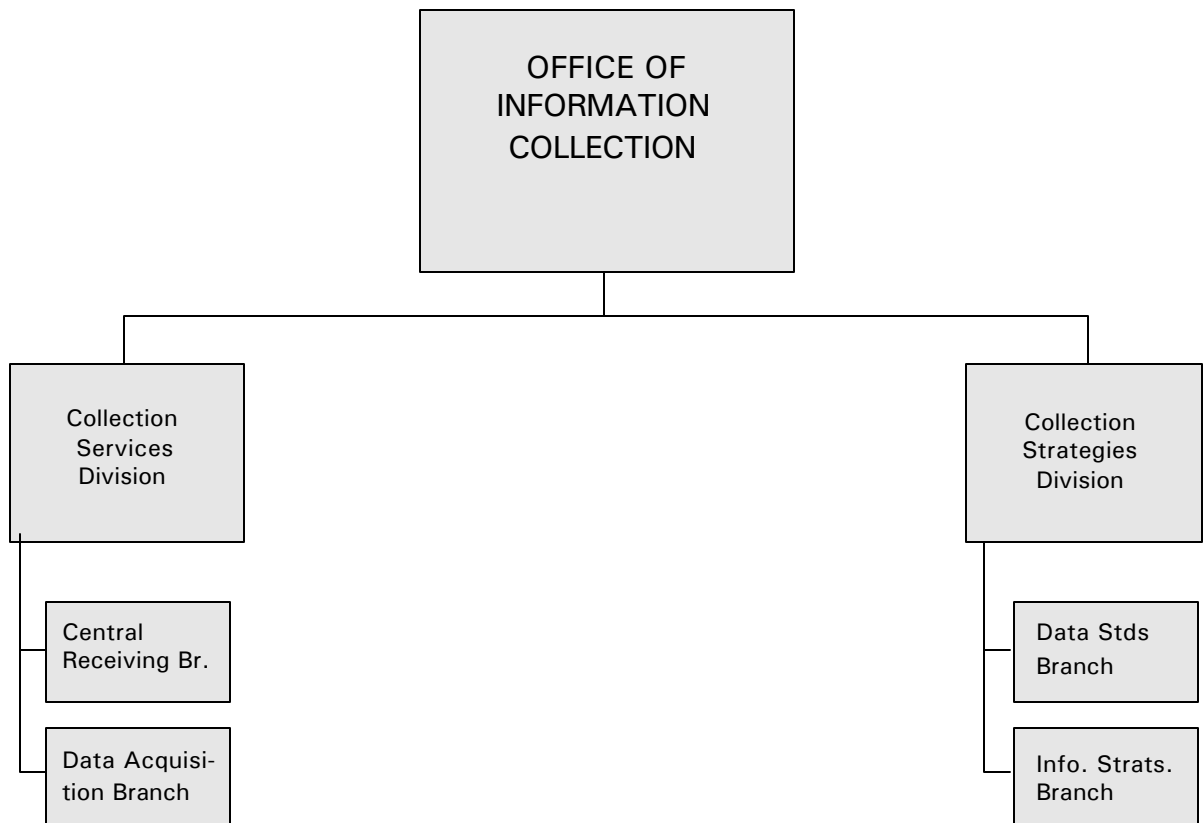
- Governing statutes, orders and directives include: Federal Managers Financial Integrity Act and EPA Directive 1-41 (Mandatory Quality Assurance Program), EPA Order 5360.1 CHG 1.
- Consistent with the Agency Directive on quality systems, the Information Office has its own quality system, led by quality assurance managers designated in each organizational unit. The Office Quality Assurance Manager, located in the OPRO, provides overall direction for the Information Office quality system and advises the Assistant Administrator on Office quality issues.

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Organizational Chart

OFFICE OF INFORMATION COLLECTION

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**OFFICE OF INFORMATION COLLECTION (OIC)**  
**Office of Environmental Information (OEI)**

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**ORGANIZATIONAL  
HEAD**

Director, Office of Information Collection

**REPORTS TO**

Assistant Administrator for Information and Chief Information Officer

**FUNCTIONS**

The Office of Information Collection (OIC) is the focal point for information collection and the development and implementation of innovative collection policies and approaches for the Agency. OIC sets goals and develops processes to ensure that environmental data and information collection activities are designed up front to generate data that meet established quality requirements. The programs and functions for which the Office has overall responsibility include:

- Serving as the Agency lead for information collection programs;
- Obtaining and managing, on behalf of the Agency, environmental data from third party sources (especially other federal agencies such as the United States Geological Survey, USGS);
- Managing and/or participating in standing coordinating committees (with states, other Federal Agencies, or other countries) that facilitate joint strategic and multi year planning for data acquisition and expediting related technology and information exchange, including coordinating such activities across the Agency, where appropriate;
- Developing and overseeing the implementation of Agency policies concerning cross-cutting information collection issues, such as:
  - S Central receipt of data/information,
  - S Reducing the information collection burden imposed by Agency programs on EPA's partners and stakeholders,
  - S Electronic and non-electronic reporting of data/information, and
  - S Uniform/centralized facility identification;
- Leading the Agency's burden reduction effort, including participation in regulatory development processes to identify opportunities to streamline regulatory burden;
- Managing the Agency's central receiving policies and programs;
- Establishing and leading an Agency-wide program to prevent, detect and correct errors in data/information;
- Implementing an Agency Facility Registry System;
- Managing the Agency's geospatial program;
- Representing EPA in interagency initiatives for data acquisition and sharing;
- Providing technical assistance to Agency programs on survey design and implementation;
- Developing and overseeing the implementation of Agency information protection policies to ensure proper use, release, and analysis of data, including policies for central docket, Freedom of Information Act (FOIA), confidential business information (CBI), and Privacy Act implementation;

and

- Fulfilling the responsibilities of the Agency Records Officer and overseeing the National Records Management Program.

Functions performed by the Immediate Office are as follows:

- Perform budget-related functions for the Office.
- Oversee implementation of the OIC quality system and fulfil the responsibilities of the OIC Quality Assurance Manager.
- Identify, examine and analyze trends and projected future developments in information policies, data collection, and data management policies and techniques; develop benchmarks for comparison on these issues; participate in OEI and Agency-wide futures activities.
- Conduct annual strategic planning for the Office, identify customer service needs, set goals and performance measures, and measure and report on progress.
- Ensure that significant OIC initiatives and programs are coordinated with related activities and functions within the OIC and across the Office of Environmental Information, and with internal and external partners and stakeholders, as appropriate.
- Oversee OIC ethics program.
- Oversee OIC programs for Office and Agency training.
- Support the information subcommittees as required by the Assistant Administrator.
- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Regulatory Flexibility Act, Small Business Regulatory Enforcement Fairness Act, Privacy Act, as amended, Electronic Communications Privacy Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, EPA's Implementation of the Privacy Act, OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-130 (Management of Federal Information Resources), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program), EPA Order 5360.1 CHG 1.
- In 1981 USGS and EPA signed a Memorandum of Understanding (MOU) creating a standing EPA/USGS Interagency Coordinating Committee to coordinate strategic planning and multi year plans in areas of interface, provide for technology transfer and exchange of data, information and research findings of mutual interest, facilitate information exchange, and resolve conflicts between the two agencies. In May 1998 the Acting Director of USGS requested that the Administrator renew and update the 1998 MOU between EPA and USGS creating a standing EPA/USGS Interagency Coordinating Committee. The intent is to establish a senior level forum through which to identify emerging and cross cutting issues of interest to both Agencies as well as coordinating strategic and multi-year planning and better manage the millions of dollars in MOUs between

## **BACKGROUND AND SUPPLEMENTAL INFORMATION**

the two agencies. It is not intended to replace interactions between National Program Offices and USGS on program or research specific issues.

**COLLECTION SERVICES DIVISION**  
**OFFICE OF INFORMATION COLLECTION**  
**Office of Environmental Information (OEI)**

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**ORGANIZATIONAL  
HEAD**

Director, Collection Services Division

**REPORTS TO**

Director, Office of Information Collection

**FUNCTIONS**

The Collection Services Division addresses Agency issues related to the acquisition of data through manual and electronic reporting, information collection surveys, environmental monitoring, and other means. It is a focal point in the Agency for coordinating with external Agency partners and stakeholders, such as other Federal organizations and the states, and industry, on matters related to data acquisition and sharing and for improving the efficiency and reliability of the Agency's data and information receipt processes.

Programs and functions for which the Division has overall responsibility include:

- Obtaining and managing environmental data from third party sources;
- Managing the Agency's central receiving policies and programs;
- Establishing and leading an Agency-wide program to prevent, detect, and correct errors in data/information; and

Functions of the Immediate Office of the Division Director are as follows:

- Ensure that significant Division initiatives and programs are coordinated with related activities and functions throughout the Office of Environmental Information Collection and the Office of Environmental Information.
- Direct and/or advise project-specific coordination teams.
- Provide overall direction to the Division's programs and initiatives.
- Ensure that overall direction to the Divisions programs and initiatives are consistent with Office priorities.
- Ensure that Agency-wide issues encountered by the Division are elevated to the appropriate level in the Office, including the appropriate Information subcommittee or the Quality and Information Council.
- Ensure that the activities of the Division are appropriately represented in OEI planning activities.
- Periodically identify customer service needs, set goals and performance measures, and measure and report on progress.

**BACKGROUND AND  
SUPPLEMENTAL  
INFORMATION**

- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Regulatory Flexibility Act, Small Business Regulatory Enforcement Fairness Act, Privacy Act, as amended, Electronic Communications Privacy Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, EPA's Implementation of the Privacy Act, OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial

Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-130 (Management of Federal Information Resources), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program), EPA Order 5360.1 CHG 1.

**CENTRAL RECEIVING BRANCH  
COLLECTION SERVICES DIVISION  
OFFICE OF INFORMATION COLLECTION  
Office of Environmental Information (OEI)**

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**ORGANIZATIONAL  
HEAD**

Chief, Central Receiving Branch

**REPORTS TO**

Director, Collection Services Division

**FUNCTIONS**

The Central Receiving Branch is the Agency focal point for policies and programs designed to improve the efficiency of data acquisition through electronic and non-electronic reporting. Functions of the Branch are as follows:

- Design and implement an Agency central receiving system for information that incorporates both existing processes and systems in the Agency, and the current and future needs and directions of Agency programs.
- Develop, implement and manage an Agency-wide program to prevent, detect and correct errors in data/information.
- Design and implement the Agency's electronic reporting program.
- Identify and address needs for non-electronic reporting.

**BACKGROUND AND  
SUPPLEMENTAL  
INFORMATION**

- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Regulatory Flexibility Act, Small Business Regulatory Enforcement Fairness Act, Privacy Act, as amended, Electronic Communications Privacy Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, EPA's Implementation of the Privacy Act, OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-130 (Management of Federal Information Resources), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program), EPA Order 5360.1 CHG 1.
- The Agency central receiving system, electronic reporting program, and error correction process are long-term Agency objectives intended to streamline the processes by which EPA receives data and ensures its accurate entry into electronic systems. These programs will result in Agency-wide systems and processes with the assumption that EPA's program offices, research laboratories and centers, and the Regional Offices will retain stewardship of the data and systems they hold. Working through the Quality and Information Council and its Information Subcommittees and the Quality Subcommittee, the Central Receiving Branch will ensure that new programs incorporate both existing processes and systems in the Agency, and the current and future needs and directions of Agency programs.
- The Facility Registry System is the Agency's system locator for facility identification and characterization information. The long-term goal of the system is to ensure that facilities are given one unique identification number (in a standard format) for all Agency programs and that descriptive information on individual facilities is accurate, current, and easily accessible.

DATA ACQUISITION BRANCH  
COLLECTION SERVICES DIVISION  
OFFICE OF INFORMATION COLLECTION  
Office of Environmental Information (OEI)

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**ORGANIZATIONAL  
HEAD**

Chief, Data Acquisition Branch

**REPORTS TO**

Director, Collection Services Division

**FUNCTIONS**

The Data Acquisition Branch is responsible for working with the Agency's partners at the Federal and state levels on data sharing and exchange projects via electronic and non-electronic means. Functions of the Branch are as follows:

- Obtain and manage, on behalf of the Agency, environmental data from third party sources (especially other federal agencies such as the United States Geological Survey, USGS);
- Manage and/or participate in standing coordinating committees (with states, other Federal Agencies, other countries, and non-governmental entities or other organizations) that facilitate joint strategic and multi year planning for data acquisition and expedite related technology and information exchange;
- Work with the states, tribes, and other government organizations to integrate and share data through current and other emerging and innovative approaches.
- Provide strategic direction, guidance and standards, and support for the geospatial program (remote sensing, Geographic Information Systems, spatial enablement of data and information systems, and visualization) within the Agency and oversee their implementation.
- Identify, obtain, and broker data sets with environmentally-relevant information, including non-regulatory data (such as spatial data and "orphan" data sets). Manage EPA Interagency Agreements for data acquisition.

**BACKGROUND AND  
SUPPLEMENTAL  
INFORMATION**

- Governing statutes, orders, and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Regulatory Flexibility Act, Small Business Regulatory Enforcement Fairness Act, Privacy Act, as amended, Electronic Communications Privacy Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, EPA's Implementation of the Privacy Act, OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-130 (Management of Federal Information Resources), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program), EPA Order 5360.1 CHG 1.
- Some of the other Federal government organizations that engage in data sharing and exchange activities with EPA include the U.S. Department of Agriculture, the U.S. Forest Service, the United States Geological Survey, the Bureau of Land Management, the National Oceanic and Atmospheric Administration, the U.S. Department of Defense, the National Aeronautics and Space Administration (e.g., Digital Earth), the Department of the Army Corps of Engineers, and the Border Environment

Cooperation Commission.



**COLLECTION STRATEGIES DIVISION**  
**OFFICE OF INFORMATION COLLECTION**  
**Office of Environmental Information (OEI)**

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**ORGANIZATIONAL  
HEAD**

Director, Collection Strategies Division

**REPORTS TO**

Director, Office of Information Collection

**FUNCTIONS**

The Collection Strategies Division is responsible for looking at information needs across the Agency and the information needs of external partners and stakeholders in order to make recommendations for efficient collection strategies.

Programs and functions for which the Division has overall responsibility include:

- Developing and overseeing the implementation of Agency information collection policies;
- Developing and overseeing implementation of Agency data standards, including standards for metadata and for environmental monitoring and measurement;
- Working with state partners to develop and implement standards for the Environmental Data Registry (EDR);
- Leading the design and implementation of the EPA Facility Registry System;
- Leading the Agency's burden reduction effort;
- Developing and overseeing the implementation of Agency information protection policies to ensure proper use, release, and analysis of data, including policies for central docket, Freedom of Information Act (FOIA) policies, confidential business information (CBI), and Privacy Act implementation.
- Fulfilling the responsibilities of the Agency Records Officer and overseeing the National Records Management Program.

The functions of the Immediate Office of the Division Director are as follows:

- Ensure that significant Division initiatives and programs are coordinated with related activities and functions throughout the Office of Environmental Information Collection and the Office of Environmental Information.
- Direct and/or advise project-specific coordination teams.
- Provide overall direction to the Division's programs and initiatives.
- Ensure that overall direction to the Divisions programs and initiatives are consistent with Office priorities.
- Ensure that Agency-wide issues encountered by the Division are elevated to the appropriate level in the Office, including the appropriate Information Subcommittee or the Quality and Information Council.
- Ensure that the activities of the Division are appropriately represented in OEI planning activities.
- Periodically identify customer service needs, set goals and performance

measures, and measure and report on progress.

- Develop and oversee the implementation of Freedom of Information Act (FOIA) policies.

## **BACKGROUND AND SUPPLEMENTAL INFORMATION**

- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Regulatory Flexibility Act, Small Business Regulatory Enforcement Fairness Act, Privacy Act, as amended, Electronic Communications Privacy Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, EPA's Implementation of the Privacy Act, OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-130 (Management of Federal Information Resources), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program), EPA Order 5360.1 CHG 1.

DATA STANDARDS BRANCH  
COLLECTION STRATEGIES DIVISION  
OFFICE OF INFORMATION COLLECTION  
Office of Environmental Information (OEI)

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**ORGANIZATIONAL  
HEAD**

Chief, Data Standards Branch

**REPORTS TO**

Director, Collection Strategies Division

**FUNCTIONS**

The Data Standards Branch is responsible for maintaining a current and comprehensive understanding of the Agency's data architecture, i.e., the "what" and "where" aspects of EPA's data holdings. Functions of the Branch are as follows:

- Develop and oversee the data standards program, including monitoring, measurement, and metadata.
- Develop and oversee the implementation of Agency-wide business rules for new and existing data standards, in concert with the Environmental Council of the States (ECOS).
- In concert with state partners, develop and implement standards for the Environmental Data Registry (EDR).
- Lead the design and implementation of the EPA Facility Registry System.
- Participate in cooperative data standard-setting activities for international environmental information.
- Develop and publish the semi-annual Agency Information Inventory.
- Develop and oversee the implementation of Agency information protection policies, including policies for central docket, confidential business information CBI, and Privacy Act implementation.
- Serve as the Agency Records Officer and oversee the National Records Management Program, including the Agency History Program.

**BACKGROUND AND  
SUPPLEMENTAL  
INFORMATION**

- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Regulatory Flexibility Act, Small Business Regulatory Enforcement Fairness Act, Privacy Act, as amended, Electronic Communications Privacy Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, EPA's Implementation of the Privacy Act, OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-130 (Management of Federal Information Resources), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program), EPA Order 5360.1 CHG 1.
- The Agency Information Inventory will be a searchable database, available to the public through EPA's website, that provides information about what data is collected in all of EPA's approved information collections. The vehicle for this inventory of collections will be an upgraded version of EPA's Paperwork Reduction Act Management System (PRAMS).



**INFORMATION STRATEGIES BRANCH  
COLLECTION STRATEGIES DIVISION  
OFFICE OF INFORMATION COLLECTION  
Office of Environmental Information (OEI)**

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**ORGANIZATIONAL  
HEAD**

Chief, Information Strategies Branch

**REPORTS TO**

Director, Collection Strategies Division

**FUNCTIONS**

The Information Strategies Branch is responsible for monitoring Agency efforts to reduce burdens placed on EPA's information suppliers and for developing approaches for obtaining data to fill the Agency's data gaps. Branch functions are as follows:

- Develop and oversee the implementation of Agency information collection policies.
- Coordinate and oversee Agency Burden Reduction efforts.
- Manage Agency Information Collection Request (ICR) review process, as required by the Paperwork Reduction Act.
- Lead development of Agency strategy to prioritize and integrate data needs, identify gaps, and fill gaps. Coordinate with the Office of Environmental Information Analysis and Access, in particular, to ensure that gaps in information needed by EPA's partners and stakeholders are addressed.
- Provide economic and statistical support for addressing data gaps, information planning, and information collection policy.
- Provide technical assistance to Agency programs on survey design and implementation.
- Conduct strategic planning for environmental monitoring and measurement.

**BACKGROUND AND  
SUPPLEMENTAL  
INFORMATION**

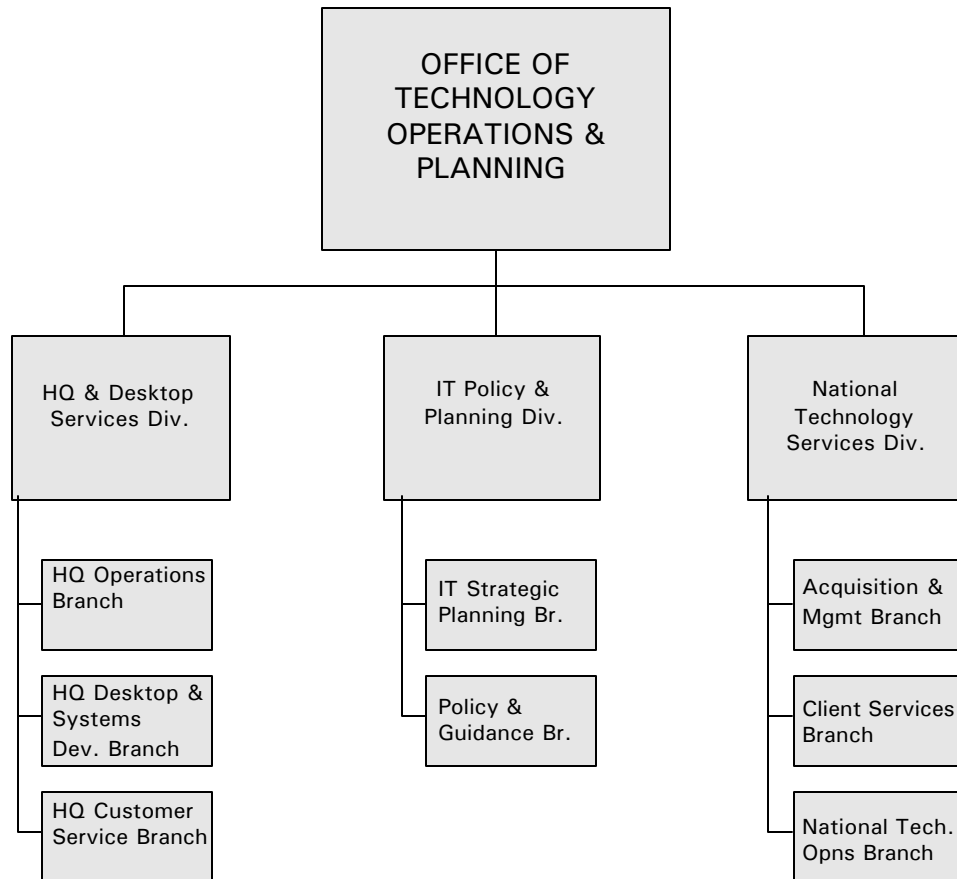
- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Regulatory Flexibility Act, Small Business Regulatory Enforcement Fairness Act, Privacy Act, as amended, Electronic Communications Privacy Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, EPA's Implementation of the Privacy Act, OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-130 (Management of Federal Information Resources), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program), EPA Order 5360.1 CHG 1.

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Organizational Chart

OFFICE OF TECHNOLOGY OPERATIONS AND PLANNING

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**OFFICE OF TECHNOLOGY OPERATIONS AND PLANNING**  
**Office of Environmental Information (OEI)**

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**ORGANIZATIONAL  
HEAD**

Director, Office of Technology Operations and Planning

**REPORTS TO**

Assistant Administrator for Information and Chief Information Officer

**FUNCTIONS**

The Office of Technology Operations and Planning (OTOP) is the Agency focal point for policy, management and implementation of EPA's information technology infrastructure, and oversight of Federal and Agency information technology (IT) statutes, Regulations, and Standards, and shall serve as a Center of Excellence for IT functional planning and policies.

The Office has overall responsibility for programs and functions in three major areas, as follows:

Policy and Strategic Planning

- Developing and overseeing the implementation of Agency information technology (IT) policy;
- Conducting Agency IT strategic planning;
- Implementing the Agency's Investment Review Process;
- Carrying out the responsibilities of the Agency Operations Security Officer, under the Computer Security Act, as amended;
- Delegating IT operational functions to other offices consistent with Federal and Agency statutes, regulations, and standards;

Program Oversight and Implementation

- Implementing the Environmental Monitoring for Planning and Community Tracking (EMPACT) program;
- Managing the Agency's Year 2000 effort;
- Providing EPA Working Capital Fund (WCF) services related to information technology;
- Managing and operating the Systems Development Center;
- Establishing and operating an IT Geospatial and Visualization Laboratory;

Managing Agency Hardware and Software

- Supporting all aspects of the Agency's national information systems;
- Managing the Agency's central and national servers and the supercomputers;
- Managing and operating the Agency's national telecommunications system;
- Managing EPA Headquarters Local Area Network (LAN) and electronic mail (EMAIL) capabilities;
- Managing EPA Headquarters Internet, Intranet, and VABS technology capabilities;

- Operating the Washington Information Center (WIC);
- Managing and serving EPA Headquarters (HQ) Desktop computing capability; and
- Manage and provide EPA HQ LAN computing capability.

The functions of the Immediate Office of the Director are as follows:

- Perform budget-related functions for the Office.
- Oversee implementation of the OTOP quality system and fulfil the responsibilities of the OTOP Quality Assurance Manager, including developing and overseeing the implementation of a system for setting customer service performance standards and measures and measuring and reporting on performance.
- Identify, examine and analyze trends and projected future developments in the nature and use of information technology, including hardware, software, telecommunications, systems development, data storage and access technology; develop benchmarks for comparison on these issues; participate in OEI and Agency-wide futures activities.
- Conduct annual strategic planning for the Office, identify customer service needs, set goals and performance measures, and measure and report on progress.
- Ensure that significant OTOP initiatives and programs are coordinated with related activities and functions within the OTOP and across the Office of Environmental Information, and with internal and external partners and stakeholders, as appropriate.
- Oversee OTOP ethics program.
- Oversee OTOP programs for Office and Agency training.
- Support the Quality and Information Council and/or subcommittee(s) as required by the Assistant Administrator.
- Implement the EMPACT Program.
- Manage the Agency's Year 2000 effort, and other special focus IT projects as they arise.
- Serve as overall service manager for IT WCF services, and manage overall IT WCF business office functions.
- Ensure that Assistant Administrator-level or Agency wide issues encountered by the Office are elevated to the appropriate level within the OEI, including the Quality and Information Council.
- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy Protection Act, High Performance Computing Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, EPA's Implementation of the Privacy Act, Executive Order 12656 (Assignment of Emergency Preparedness Responsibilities, as amended by Executive Order 13074), Executive Order 12845 (Requiring Agencies to Purchase

#### **BACKGROUND AND SUPPLEMENTAL INFORMATION**



Energy Efficient Computer Equipment), Executive Order 13011 (Federal Information Technology), OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-130 (Management of Federal Information Resources), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program), EPA Order 5360.1 CHG 1.

- Agency “information technology” includes IT hardware, software, and policies.

**NATIONAL TECHNOLOGY SERVICES DIVISION**  
**OFFICE OF TECHNOLOGY OPERATIONS AND PLANNING**  
**Office of Environmental Information (OEI)**

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**ORGANIZATIONAL  
HEAD**

Director, National Technology Services Division

**REPORTS TO**

Director, Office of Technology Operations and Planning

**FUNCTIONS**

The National Technology Services Division oversees the Agency's information technology infrastructure. Functions and programs for which the Division has overall responsibility include:

- Providing EPA Working Capital Fund services related to information technology;
- Carrying out the responsibilities of the Agency National Information Technology (IT) Operational Security Officer;
- Managing and operating the Agency's national telecommunications system;
- Developing and supporting the Agency's national information systems, as required by Agency program offices and Agency policies and standards;
- Managing and operating the Systems Development Center;
- Establishing and operating a Geospatial and Visualization Laboratory;
- Managing the Agency's central and national servers and the supercomputers; and
- Ensuring a secure operating environment for all central EPA systems and technology platforms, including fulfilling the responsibilities of the Agency National IT Operations Security Officer.

Functions of the Immediate Office of the Director are as follows:

- Ensure that significant Division initiatives and programs are coordinated with related activities and functions throughout the Office of Technology Operations and Planning and the Office of Environmental Information.
- Direct and/or advise project-specific coordination teams.
- Provide overall direction to the Division's programs and initiatives.
- Ensure that overall direction to the Divisions programs and initiatives are consistent with Office priorities.
- Ensure that Assistant Administrator-level or Agency-wide issues encountered by the Division are elevated to the appropriate level in the Office.
- Ensure that the activities of the Division are appropriately represented in OEI planning activities, and provide appropriate support to the OEI in such activities.
- Periodically identify customer service needs, set goals and performance measures, and measure and report on progress.

**BACKGROUND AND  
SUPPLEMENTAL  
INFORMATION**

- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy Protection Act, High Performance Computing Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, Emergency Planning and Community Right to Know Act, Pollution Prevention Act, EPA's Implementation of the Privacy Act, Executive Order 12656 (Assignment of Emergency Preparedness Responsibilities, as amended by Executive Order 13074), Executive Order 12845 (Requiring Agencies to Purchase Energy Efficient Computer Equipment), Executive Order 13011 (Federal Information Technology), OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-130 (Management of Federal Information Resources), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program), EPA Order 5360.1 CHG 1.

**ACQUISITION AND MANAGEMENT BRANCH  
NATIONAL TECHNOLOGY SERVICES DIVISION  
OFFICE OF TECHNOLOGY OPERATIONS AND PLANNING  
Office of Environmental Information (OEI)**

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**ORGANIZATIONAL  
HEAD**

Chief, Acquisition and Management Branch

**REPORTS TO**

Director, National Technology Services Division

**FUNCTIONS**

The Acquisition and Management Branch is responsible for Agency-wide standards related to information technology (IT) hardware, software and telecommunications equipment. Functions of the Branch are as follows:

- Develop and implement performance measures for the Agency's IT infrastructure.
- Provide EPA Working Capital Fund services related to information technology.
- Develop and oversee standards for Agency hardware, software, and telecommunications equipment.
- Manage national contracts for Agency standard IT hardware, software, tele-communications equipment, IT support services, software, and other IT services, for use by Headquarters, the Regions, and field offices.
- Provide consulting services to Agency customers on IT procurement, information systems planning, and technology deployment.
- Promote the development and use of innovative IT tools and systems.
- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Regulatory Flexibility Act, Small Business Regulatory Enforcement Fairness Act, Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy Protection Act, High Performance Computing Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, Emergency Planning and Community Right to Know Act, Pollution Prevention Act, EPA's Implementation of the Privacy Act, Executive Order 12656 (Assignment of Emergency Preparedness Responsibilities, as amended by Executive Order 13074), Executive Order 12845 (Requiring Agencies to Purchase Energy Efficient Computer Equipment), Executive Order 13011 (Federal Information Technology), OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-130 (Management of Federal Information Resources), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program), EPA Order 5360.1 CHG 1.

**BACKGROUND AND  
SUPPLEMENTAL  
INFORMATION**

**CLIENT SERVICES BRANCH**  
**NATIONAL TECHNOLOGY SERVICES DIVISION**  
**OFFICE OF TECHNOLOGY OPERATIONS AND PLANNING**  
**Office of Environmental Information (OEI)**

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**ORGANIZATIONAL  
HEAD**

Chief, Client Services Branch

**REPORTS TO**

Director, National Technology Services Division

**FUNCTIONS**

The Client Services Branch provides Agency-wide information technology (IT) services. Functions are as follows:

- Support systems development and maintenance for national systems re-engineering initiatives.
- Manage national systems as requested by Program Offices.
- Develop and oversee policies for systems engineering practices and technologies.
- Manage and operate the Agency's System Development Center (SDC).
- Develop and implement innovative systems design and engineering activities.
- Develop policy and guidance for system life-cycle management.
- Provide client services through the Working Capital Fund.
- Provide customer service for national IT infrastructure customers (e.g, maintain user ID's and password controls, manage lists of users, communicate with users about changes that affect them).
- Establish and operate a Geospatial and Visualization Laboratory.

**BACKGROUND AND  
SUPPLEMENTAL  
INFORMATION**

- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy Protection Act, High Performance Computing Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, Emergency Planning and Community Right to Know Act, Pollution Prevention Act, EPA's Implementation of the Privacy Act, Executive Order 12656 (Assignment of Emergency Preparedness Responsibilities, as amended by Executive Order 13074), Executive Order 12845 (Requiring Agencies to Purchase Energy Efficient Computer Equipment), Executive Order 13011 (Federal Information Technology), OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-130 (Management of Federal Information Resources), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program), EPA Order 5360.1 CHG 1.

**NATIONAL TECHNOLOGY OPERATIONS BRANCH**  
**NATIONAL TECHNOLOGY SERVICES DIVISION**  
**OFFICE OF TECHNOLOGY OPERATIONS AND PLANNING**  
**Office of Environmental Information (OEI)**

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**ORGANIZATIONAL  
HEAD**

Chief, National Technology Operations Branch

**REPORTS TO**

Director, National Technology Services Division

**FUNCTIONS**

The National Technology Operations Branch manages the Agency's significant information technology (IT) systems and servers. Functions of the Branch are as follows:

- Maintain a secure operating environment for all central EPA systems and technology platforms.
- Manage and operate Agency mainframe and supercomputers.
- Manage and operate Agency Internet servers, other central servers, and Agency national servers located in the Regions and field offices.
- Manage and operate national telecommunications (voice, data, video).
- Support scientific computing laboratory technologies.
- Implement security operations for Agency central and national servers and supercomputers.

**BACKGROUND AND  
SUPPLEMENTAL  
INFORMATION**

- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy Protection Act, High Performance Computing Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, Emergency Planning and Community Right to Know Act, Pollution Prevention Act, EPA's Implementation of the Privacy Act, Executive Order 12656 (Assignment of Emergency Preparedness Responsibilities, as amended by Executive Order 13074), Executive Order 12845 (Requiring Agencies to Purchase Energy Efficient Computer Equipment), Executive Order 13011 (Federal Information Technology), OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-130 (Management of Federal Information Resources), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program), EPA Order 5360.1 CHG 1.

**HEADQUARTERS AND DESKTOP SERVICES DIVISION**  
**OFFICE OF TECHNOLOGY OPERATIONS AND PLANNING**  
**Office of Environmental Information (OEI)**

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**ORGANIZATIONAL  
HEAD**

Director, Headquarters and Desktop Services Division

**REPORTS TO**

Director, Office of Technology Operations and Planning

**FUNCTIONS**

The Headquarters and Desktop Services Division is responsible for services and standards for desktop personal computers and other hardware and software for users in EPA's Washington, DC Headquarters (HQ) locations.

Programs and functions for which the Division has overall responsibility include:

- Managing EPA Headquarters Local Area Network (LAN) and electronic mail (EMAIL) capabilities;
- Managing EPA Headquarters Internet, Intranet, and value added backbone services (VABS) capabilities;
- Operating the Washington Information Center (WIC);
- Provide Working Capital Fund (WCF) information technology (IT) services;
- Managing and serving EPA Headquarters Desktop computing capability; and
- Ensuring adequate security measures for all Headquarters LAN, EMAIL, and other Headquarters systems.

Functions of the Immediate Office of the Director are as follows:

- Ensure that significant Division initiatives and programs are coordinated with related activities and functions throughout the Office of Technology Operations and Planning and the Office of Environmental Information.
- Direct and/or advise project-specific coordination teams.
- Provide overall direction to the Division's programs and initiatives.
- Ensure that overall direction to the Divisions programs and initiatives are consistent with Office priorities.
- Ensure that Agency-wide issues encountered by the Division are elevated to the appropriate level in the Office, including the appropriate Information Subcommittee or the Quality and Information Council.
- Ensure that the activities of the Division are appropriately represented in OEI planning activities.
- Periodically identify customer service needs, set goals and performance measures, and measure and report on progress.

**BACKGROUND AND  
SUPPLEMENTAL  
INFORMATION**

- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Privacy Act, as amended, Electronic Communications Privacy Act,

Computer Security Act, Computer Matching and Privacy Protection Act, High Performance Computing Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, Emergency Planning and Community Right to Know Act, Pollution Prevention Act, EPA's Implementation of the Privacy Act, Executive Order 12656 (Assignment of Emergency Preparedness Responsibilities, as amended by Executive Order 13074), Executive Order 12845 (Requiring Agencies to Purchase Energy Efficient Computer Equipment), Executive Order 13011 (Federal Information Technology), OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-130 (Management of Federal Information Resources), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program), EPA Order 5360.1 CHG 1.



**HEADQUARTERS OPERATIONS BRANCH  
HEADQUARTERS AND DESKTOP SERVICES DIVISION  
OFFICE OF TECHNOLOGY OPERATIONS AND PLANNING  
Office of Environmental Information (OEI)**

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**ORGANIZATIONAL  
HEAD**

Chief, Headquarters Operations Branch

**REPORTS TO**

Director, Headquarters and Desktop Services Division

**FUNCTIONS**

The Headquarters Operations Branch is responsible for ensuring that users in EPA's Washington, DC Headquarters (HQ) locations have high quality telecommunications, local area network (LAN), and electronic mail (EMAIL) capabilities. Functions of the Branch are as follows:

- Design, manage, and operate Headquarters (HQ) telecommunications, including voice, data, and video.
- Design, manage, and operate HQ local area network (LAN) and HQ wide area network (WAN) infrastructure in the Washington, DC, metropolitan location, and set standards for agency LAN and desktop hardware and software.
- Design, manage, and operate HQ Internet, Intranet, and VABS infrastructure in the Washington, DC, metropolitan location, and set standards for Agency Internet and Intranet infrastructure.
- Design, manage, and operate Headquarters Local Area Networks (LANs).
- Design, manage, and operate the Washington Information Center (WIC).
- Design, manage, and operate Headquarters electronic mail (EMAIL).
- Develop and implement security measures for all Headquarters LAN, E-Mail and other HQ systems; facilitate and oversee the implementation of security measures by Headquarters staff.

**BACKGROUND AND  
SUPPLEMENTAL  
INFORMATION**

- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy Protection Act, High Performance Computing Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, Emergency Planning and Community Right to Know Act, Pollution Prevention Act, EPA's Implementation of the Privacy Act, Executive Order 12656 (Assignment of Emergency Preparedness Responsibilities, as amended by Executive Order 13074), Executive Order 12845 (Requiring Agencies to Purchase Energy Efficient Computer Equipment), Executive Order 13011 (Federal Information Technology), OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-130 (Management of Federal Information Resources), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program), EPA Order 5360.1 CHG 1.

**HEADQUARTERS CUSTOMER SERVICES BRANCH**  
**HEADQUARTERS AND DESKTOP SERVICES DIVISION**  
**OFFICE OF TECHNOLOGY OPERATIONS AND PLANNING**  
**Office of Environmental Information (OEI)**

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**ORGANIZATIONAL  
HEAD**

Chief, Headquarters Customer Services Branch

**REPORTS TO**

Director, Headquarters and Desktop Services Division

**FUNCTIONS**

The Customer Services Branch ensures that employees in EPA's Washington, DC locations are provided with timely and high quality support services for Local Area Network (LAN) and electronic mail (EMAIL) systems. Functions of the Branch are as follows:

- Operate Help Desk for Headquarters LANs, EMAIL, and national applications for Headquarters users.
- Provide technology training for Headquarters employees.
- Provide telecommunications customer services and technical support for Headquarters employees.

**BACKGROUND AND  
SUPPLEMENTAL  
INFORMATION**

- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy Protection Act, High Performance Computing Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, Emergency Planning and Community Right to Know Act, Pollution Prevention Act, EPA's Implementation of the Privacy Act, Executive Order 12656 (Assignment of Emergency Preparedness Responsibilities, as amended by Executive Order 13074), Executive Order 12845 (Requiring Agencies to Purchase Energy Efficient Computer Equipment), Executive Order 13011 (Federal Information Technology), OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-130 (Management of Federal Information Resources), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program), EPA Order 5360.1 CHG 1.

**DESKTOP AND SYSTEMS DEVELOPMENT BRANCH**  
**HEADQUARTERS AND DESKTOP SERVICES DIVISION**  
**OFFICE OF TECHNOLOGY OPERATIONS AND PLANNING**  
**Office of Environmental Information (OEI)**

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**ORGANIZATIONAL  
HEAD**

Chief, Desktop and Systems Development Branch

**REPORTS TO**

Director, Headquarters and Desktop Services Division

**FUNCTIONS**

The Headquarters Desktop Development Branch sets appropriate standards, operating procedure, and provides the delegations and guidance necessary to ensure that Agency employees are provided with effective and efficient modern tools for desktop personal computer (PC) use, for programmatic and administrative applications. Functions of the Branch are as follows:

- Develop, operate and manage the Agency's Administrative desktop systems and Headquarters National Administrative Systems.
- Develop desktop systems for local uses using appropriate technologies such as Lotus Notes.
- Provide enhancement, operational, and management support for desktop and local systems using appropriate tools such as Lotus Notes.
- Evaluate and recommend technology enhancements for Headquarters desktop computing environment.

**BACKGROUND AND  
SUPPLEMENTAL  
INFORMATION**

- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy Protection Act, High Performance Computing Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, Emergency Planning and Community Right to Know Act, Pollution Prevention Act, EPA's Implementation of the Privacy Act, Executive Order 12656 (Assignment of Emergency Preparedness Responsibilities, as amended by Executive Order 13074), Executive Order 12845 (Requiring Agencies to Purchase Energy Efficient Computer Equipment), Executive Order 13011 (Federal Information Technology), OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-130 (Management of Federal Information Resources), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program), EPA Order 5360.1 CHG 1.

**INFORMATION TECHNOLOGY POLICY AND PLANNING DIVISION**  
**OFFICE OF TECHNOLOGY OPERATIONS AND PLANNING**  
**Office of Environmental Information (OEI)**

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**ORGANIZATIONAL  
HEAD**

Director, Information Technology Policy and Planning Division

**REPORTS TO**

Director, Office of Technology Operations and Planning

**FUNCTIONS**

The Information Technology Policy and Planning Division is the Agency focal point for information technology (IT) and systems planning. Its responsibilities include implementing Agency compliance with the Clinger-Cohen Act and the Computer Security Act, serving as liaison to other Federal agencies for IT planning and performance, and performing a variety of policy and strategic planning functions related to statutory and other requirements.

Programs and functions for which the Division has overall responsibility include:

- Developing and overseeing the implementation of Agency IT policy;
- Developing the Agency's technology architecture and standards;
- Developing policies and guidance for the Agency's Information Security Program;
- Providing Working Capital Fund (WCF) IT services;
- Conducting Agency IT strategic planning; and
- Implementing the Agency's Investment Review Process.

Specific functions of the Immediate Office of the Division Director are as follows:

- Ensure that significant Division initiatives and programs are coordinated with related activities and functions throughout the Office of Technology Operations and Planning and the Office of Environmental Information.
- Direct and/or advise project-specific coordination teams.
- Provide overall direction to the Division's programs and initiatives.
- Ensure that overall direction to the Divisions programs and initiatives are consistent with Office priorities.
- Ensure that Agency-wide issues encountered by the Division are elevated to the appropriate level in the Office, including the appropriate Information Subcommittee or the Quality and Information Council.
- Ensure that the activities of the Division are appropriately represented in OEI planning activities.
- Periodically identify customer service needs, set goals and performance measures, and measure and report on progress.

**BACKGROUND AND  
SUPPLEMENTAL  
INFORMATION**

- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy Protection Act,

High Performance Computing Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, Emergency Planning and Community Right to Know Act, Pollution Prevention Act, EPA's Implementation of the Privacy Act, Executive Order 12656 (Assignment of Emergency Preparedness Responsibilities, as amended by Executive Order 13074), Executive Order 12845 (Requiring Agencies to Purchase Energy Efficient Computer Equipment), Executive Order 13011 (Federal Information Technology), OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-130 (Management of Federal Information Resources), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program), EPA Order 5360.1 CHG 1.

**POLICY AND GUIDANCE BRANCH**  
**INFORMATION TECHNOLOGY POLICY AND PLANNING DIVISION**  
**OFFICE OF TECHNOLOGY OPERATIONS AND PLANNING**  
**Office of Environmental Information (OEI)**

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**ORGANIZATIONAL  
HEAD**

Chief, Policy and Guidance Branch

**REPORTS TO**

Director, Information Technology Policy and Planning Division

**FUNCTIONS**

The Policy and Guidance Branch is the Agency focal point for developing and overseeing the implementation of Agency information technology (IT) policy and coordinates IT planning activities for EPA. Specific functions of the Branch are as follows:

- Develop and oversee the implementation of Agency IT policy, including application of appropriate QA measures.
- Coordinate IT policy development within EPA.
- Develop policies and guidance for the Agency IT investment process consistent with the Clinger-Cohen Act and other applicable laws and directives.
- Serves as liaison to EPA program offices and Regions, states, local governments, and tribes, and to other Federal agencies, on issues related to IT policy and guidance.
- Coordinate establishment of Agency IT delegations and appropriate redelegations, as required by the Assistant Administrator(NPM).
- Develop policies and guidance for the Agency's Information Security Program under the Computer Security Policy Act and coordinate with the National Institute of Standards and Technology (NIST),Federal Bureau of Investigation (FBI), and National Security Agency (NSA), and other Federal agencies.
- Provide security planning and implementation consulting services to Agency customers.
- Manage the Agency's overall IT security program and serve as Agency IT Security Program Manager.
- Ensure compliance of Agency technology systems with the Paperwork Reduction Act.
- Conduct Office of Management and Budget (OMB) reporting regarding technology in the Agency.
- Inform the Agency IT strategic planning process by working with the IT Strategic Planning Branch to ensure that emerging IT needs are incorporated into the Agency's assessments and technology decisions.

**BACKGROUND AND  
SUPPLEMENTAL  
INFORMATION**

- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy Protection Act, High Performance Computing Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, Emergency Planning and Community Right to Know Act, Pollution Prevention Act,

EPA's Implementation of the Privacy Act, Executive Order 12656 (Assignment of Emergency Preparedness Responsibilities, as amended by Executive Order 13074), Executive Order 12845 (Requiring Agencies to Purchase Energy Efficient Computer Equipment), Executive Order 13011 (Federal Information Technology), OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-130 (Management of Federal Information Resources), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program), EPA Order 5360.1 CHG 1.

**INFORMATION TECHNOLOGY STRATEGIC PLANNING BRANCH**  
**INFORMATION TECHNOLOGY POLICY AND PLANNING DIVISION**  
**OFFICE OF TECHNOLOGY OPERATIONS AND PLANNING**  
**Office of Environmental Information (OEI)**

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**ORGANIZATIONAL  
HEAD**

Chief, Information Technology Strategic Planning Branch

**REPORTS TO**

Director, Information Technology Policy and Planning Division

**FUNCTIONS**

The Information Technology Strategic Planning Branch is the Agency focal point for evaluating Agency-wide systems and assisting Agency components with organizational information technology (IT) planning. Specific functions of the Branch are as follows:

- Develop Agency IT plans, special reviews, reports, and analyses of IT planning, budgeting and performance measurement issues.
- Assist EPA program and regional offices and stakeholders in developing IT plans.
- Develop and operate a program of IT performance measures for the Agency.
- Coordinate IT reviews and evaluations to ensure mission effectiveness and compliance with Federal IT requirements.
- Coordinate, document, and review Agency IT plans; analyze for consistency with Agency directions, architectural consistency, and integration with other Agency plans.
- Conduct risk assessments for Agency-wide systems.
- Conduct long-term IT strategic planning for the Agency.
- Implement IT investment review for the Agency.
- Perform systems and technology architectural planning for the Agency and develop a common vision for IT and Agency knowledge systems.
- Coordinate IT systems modernization plans and investment priorities Agency-wide.
- Design, manage, and oversee implementation of sound Business Case-oriented planning in the development of program systems and applications.
- Provide consulting services to program offices in the development of sound IT investment plans (i.e. Business Case development) to assess the costs, benefits, and risks of specific IT projects.

**BACKGROUND AND  
SUPPLEMENTAL  
INFORMATION**

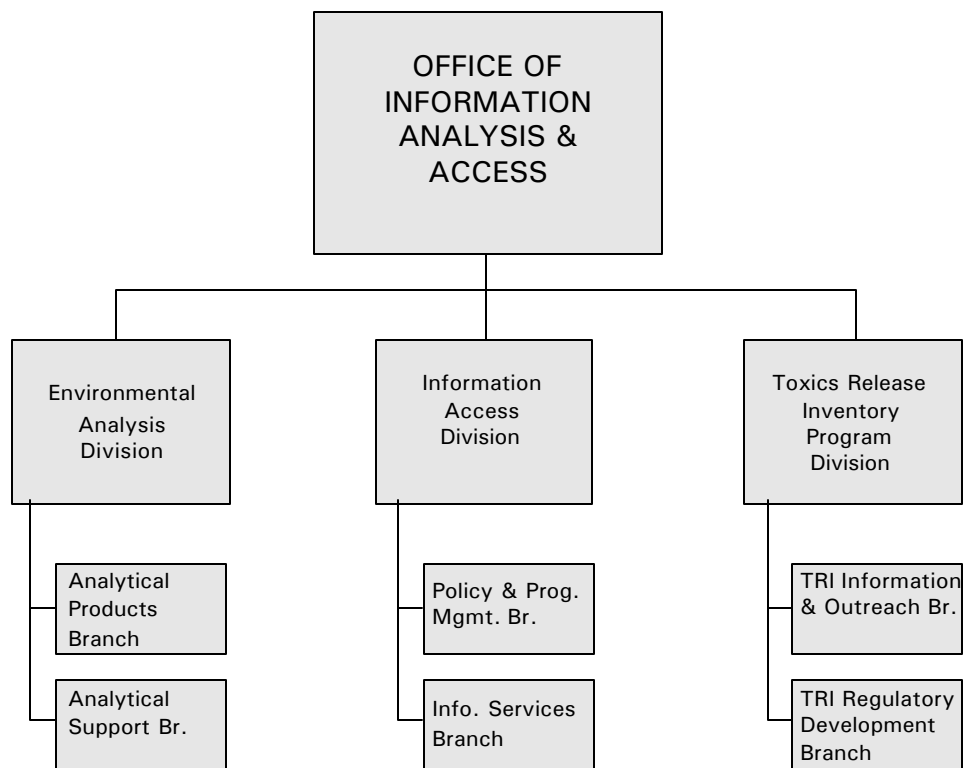
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EPA's Implementation of the Privacy Act, Executive Order 12656 (Assignment of Emergency Preparedness Responsibilities, as amended by Executive Order 13074), Executive Order 12845 (Requiring Agencies to Purchase Energy Efficient Computer Equipment), Executive Order 13011 (Federal Information Technology), OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-130 (Management of Federal Information Resources), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program), EPA Order 5360.1 CHG 1.

OFFICE OF INFORMATION ANALYSIS AND ACCESS

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**OFFICE OF INFORMATION ANALYSIS AND ACCESS**  
**Office of Environmental Information (OEI)**

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**ORGANIZATIONAL  
HEAD**

Director, Office of Information Analysis And Access

**REPORTS TO**

Assistant Administrator for Information and Chief Information Officer

**FUNCTIONS**

The Office of Information Analysis and Access (OIAA) is responsible for the development and implementation of policies for improving public access to environmental information. It serves as the Agency focal point for issues related to information access.

Programs and functions for which the Office has overall responsibility include:

- Developing and overseeing the implementation of Agency policies regarding public Right to Know;
- Developing and overseeing policies for proper use, release, analysis/interpretation, and retention of Agency data on internet web sites;
- Developing and overseeing policies for proper posting, maintaining and periodic updating of data on Agency Web sites;
- Managing a centralized Information Service Center;
- Developing and maintaining Agency electronic access systems such as ENVIROFACTS, Enviromapper and Surf Your Watershed (or successor system), and the Agency internet web site;
- Implementing the Enhanced Public Access system for access to Agency interpretive policies and guidance;
- Ensuring that EPA retains adequate non-electronic mechanisms for meeting the information needs of those who don't have access to computers;
- Managing the national Library Network, including establishing central library policy, and supporting the Online Library System;
- Developing and overseeing the implementation of Agency policy on integration and analysis of environmental data, especially multi-media analysis; and
- Implementing the Toxics Release Inventory Program under the Emergency Planning and Community Right to Know Act of 1986 and the Pollution Prevention Act of 1990.

Functions of the Immediate Office of the Director are as follows:

- Perform budget-related functions for the Office.
- Oversee implementation of the OIAA quality system and fulfil the responsibilities of the OIAA Quality Assurance Manager.
- Identify, examine and analyze trends and projected future developments in information analysis, dissemination techniques and access strategies; develop benchmarks for comparison on these issues; participate in OEI and Agency-wide futures activities.

**BACKGROUND AND  
SUPPLEMENTAL  
INFORMATION**

- Conduct annual strategic planning for the Office, identify customer service needs, set goals and performance measures, and measure and report on progress.
- Ensure that significant OIAA initiatives and programs are coordinated with related activities and functions within the OIAA and across the Office of Environmental Information, and with internal and external partners and stakeholders, as appropriate.
- Oversee OIAA ethics program.
- Oversee OIAA programs for Office and Agency training.
- Support the information subcommittees as required by the Assistant Administrator.
- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Regulatory Flexibility Act, Small Business Regulatory Enforcement Fairness Act, Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy Protection Act, High Performance Computing Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, Emergency Planning and Community Right to Know Act, Pollution Prevention Act, EPA's Implementation of the Privacy Act, OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program).

**INFORMATION SERVICES AND ACCESS DIVISION**  
**OFFICE OF INFORMATION ANALYSIS AND ACCESS**  
**Office of Environmental Information (OEI)**

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**ORGANIZATIONAL  
HEAD**

Director, Information Access Division

**REPORTS TO**

Director, Office of Information Analysis and Access

**FUNCTIONS**

The Information Access Division is the Agency focal point for improving access to EPA's information resources for external and internal users. Programs and functions for which the Division has overall responsibility include:

- Developing and overseeing the implementation of Agency policies regarding public Right to Know;
- Developing and overseeing policies for proper use, release, analysis/interpretation, and retention of Agency data on internet web sites;
- Developing and overseeing policies for proper posting and maintenance of data on Agency Web and Intranet sites;
- Managing a centralized Information Service Center;
- Developing and managing Agency electronic access systems such as ENVIROFACTS, Enviromapper, Surf Your Watershed (or successor system), and the Agency Internet site;
- Implementing the Enhanced Public Access system for access to Agency interpretive policies and guidance;
- Ensuring that EPA retains adequate non-electronic mechanisms for meeting the information needs of those who don't have access to computers; and
- Managing the national Library Network, including establishing central library policy, and supporting the Online Library System.

Functions of the Immediate Office of the Division Director are as follows:

- Ensure that significant Division initiatives and programs are coordinated with related activities and functions throughout the Office of Environmental Information Analysis and Access and the Office of Environmental Information.
- Direct and/or advise project-specific coordination teams.
- Provide overall direction to the Division's programs and initiatives.
- Ensure that overall direction to the Divisions programs and initiatives are consistent with Office priorities.
- Ensure that Agency-wide issues encountered by the Division are elevated to the appropriate level in the Office, including the appropriate Information Subcommittee or the Quality and Information Council.
- Ensure that the activities of the Division are appropriately represented in OEI planning activities.
- Periodically identify customer service needs, set goals and performance

measures, and measure and report on progress.

**BACKGROUND AND  
SUPPLEMENTAL  
INFORMATION**

- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Regulatory Flexibility Act, Small Business Regulatory Enforcement Fairness Act, Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy Protection Act, High Performance Computing Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, EPA's Implementation of the Privacy Act, OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program).

**POLICY AND PROGRAM MANAGEMENT BRANCH**  
**INFORMATION ACCESS DIVISION**  
**OFFICE OF INFORMATION ANALYSIS AND ACCESS**  
**Office of Environmental Information (OEI)**

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**ORGANIZATIONAL  
HEAD**

Chief, Policy and Program Management Branch

**REPORTS TO**

Director, Information Access Division

**FUNCTIONS**

The Policy and Program Management Branch is the Agency focal point for policies regarding Right to Know and respectful use of environmental data and information. Functions of the Branch are as follows:

- Work with stakeholders to design and implement the Agency's portal for public access to environmental data.
- Develop and implement policies with data owners to ensure proper use, release, analyses/interpretation, and retention of data on Internet web site and via non-electronic means, based on data quality characteristics and other factors that affect data reliability and comparability.
- Set and oversee EPA Right-to-Know policy, guidelines, and strategies.
- Encourage effective integration of public access concerns and public involvement in all relevant Agency activities.
- Develop innovative approaches for improving Agency public access, including non-electronic alternatives for those who don't have access to computers.
- Ensure that EPA retains adequate non-electronic mechanisms for meeting the information needs of those who don't have access to computers.
- Identify stakeholder and public needs and preferences for accessing environmental data. Develop and implement Agency policy for data dissemination.
- Set Agency performance standards for improving public access to information; define performance measures; and measure and report on performance.

**BACKGROUND AND  
SUPPLEMENTAL  
INFORMATION**

- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Regulatory Flexibility Act, Small Business Regulatory Enforcement Fairness Act, Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy Protection Act, High Performance Computing Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, EPA's Implementation of the Privacy Act, OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program).

**INFORMATION SERVICES BRANCH**  
**INFORMATION SERVICES AND ACCESS DIVISION**  
**OFFICE OF INFORMATION ANALYSIS AND ACCESS**  
**Office of Environmental Information (OEI)**

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**ORGANIZATIONAL  
HEAD**

Chief, Information Services Branch

**REPORTS TO**

Director, Information Access Division

**FUNCTIONS**

The Information Services Branch is responsible for providing access services to internal and external users of the Agency's data and information. The Branch's functions are as follows:

- Maintain a centralized Information Service Center that includes (1) a hotline, (2) a national public telephone and information number, (3) national clearinghouse, and (4) website geared to the general public.
- Serve as a direct link to EPA partners and stakeholders to provide access to EPA's information holdings and advice on analysis and interpretation of EPA information.
- Develop and distribute information and outreach materials related to activities in the Information Office.
- Provide docket support to the Toxics Release Inventory (TRI) Program.
- Promote and market EPA's information resources, in cooperation with OCEMR and the program offices.
- Maintain and operate systems that provide the public with electronic access to environmental data (e.g., EPA home page, ENVIROFACTS, Enviromapper, and Surf Your Watershed - or successor system).
- Develop and implement policy for establishing, maintaining, and purging Agency web pages.
- Integrate content and function of EPA electronic access systems to extent possible (e.g., Surf Your Watershed, etc.).
- Manage an information partnership program to assist customers in accessing and using EPA information.
- Provide electronic access to all key EPA interpretive policies and guidance (Enhanced Public Access).
- Manage the national Library Network, including establishment of central library policy, and support the Online Library System, including providing access to the Government Information Locator System (GILS).
- Provide access to international library resources and promote the international exchange of information products, including participation in INFOTERRA.

**BACKGROUND AND  
SUPPLEMENTAL  
INFORMATION**

- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Regulatory Flexibility Act, Small Business Regulatory Enforcement Fairness Act, Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy



Protection Act, High Performance Computing Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, EPA's Implementation of the Privacy Act, OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program).

**ENVIRONMENTAL ANALYSIS DIVISION**  
**OFFICE OF INFORMATION ANALYSIS AND ACCESS**  
**Office of Environmental Information (OEI)**

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**ORGANIZATIONAL  
HEAD**

Director, Environmental Analysis Division

**REPORTS TO**

Director, Office of Information Analysis and Access

**FUNCTIONS**

The Environmental Analysis Division is responsible for providing Agency leadership in multi-media analysis and presentation of environmental data and information, including statistical analysis and tools.

Programs and functions for which the Division has overall responsibility include:

- Developing and overseeing the implementation of Agency policies on information access issues; and
- Developing and overseeing the implementation of Agency policy on integration and analysis of environmental data, especially multi-media analysis and assessments of environmental quality, status and trends.

Functions of the Immediate Office of the Director are as follows:

- Ensure that significant Division initiatives and programs are coordinated with related activities and functions throughout the Office of Information Access and Analysis and the Office of Environmental Information.
- Direct and/or advise project-specific coordination teams.
- Provide overall direction to the Division's programs and initiatives.
- Ensure that overall direction to the Divisions programs and initiatives are consistent with Office priorities.
- Ensure that Agency-wide issues encountered by the Division are elevated to the appropriate level in the Office, including the appropriate Information Subcommittee or the Quality and Information Council.
- Ensure that the activities of the Division are appropriately represented in OEI planning activities.
- Periodically identify customer service needs, set goals and performance measures, and measure and report on progress.

**BACKGROUND AND  
SUPPLEMENTAL  
INFORMATION**

- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Regulatory Flexibility Act, Small Business Regulatory Enforcement Fairness Act, Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy Protection Act, High Performance Computing Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, EPA's Implementation of the Privacy Act, OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-131 (Value Engineering), EPA

Directive 1-41 (Mandatory Quality Assurance Program.

**ANALYTICAL PRODUCTS BRANCH  
ENVIRONMENTAL ANALYSIS DIVISION  
OFFICE OF INFORMATION ANALYSIS AND ACCESS  
Office of Environmental Information (OEI)**

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**ORGANIZATIONAL  
HEAD**

Chief, Analytical Products Branch

**REPORTS TO**

Director, Environmental Analysis Division

**FUNCTIONS**

The Analytical Products Branch is responsible for establishing policies for integrated environmental analysis. Functions of the Branch are as follows:

- Develop and implement Agency-wide policy on integration and analysis of environmental data. Oversee implementation of the policy Agency-wide.
- Assess environmental data from EPA and other sources to determine suitability for different uses by EPA programs and public audiences.
- Develop and implement strategies to improve quality of environmental information provided to public and stakeholders. Oversee implementation of the strategies Agency-wide.
- Develop and implement policies on proper use of data in analyses. Oversee implementation of the policies Agency-wide.
- Develop multi-media analyses of environmental issues and materials on environmental quality, status and trends.
- Develop multi-media analyses of facility performance in response to community/public interests.
- Develop analyses and reports on environmental status and trends to support Government Performance and Results Act (GPRA) functions.
- Develop specialized analyses using integrated data bases, as required.

**BACKGROUND AND  
SUPPLEMENTAL  
INFORMATION**

- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Regulatory Flexibility Act, Small Business Regulatory Enforcement Fairness Act, Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy Protection Act, High Performance Computing Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, EPA's Implementation of the Privacy Act, OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program).

**ANALYTICAL SUPPORT BRANCH  
ENVIRONMENTAL ANALYSIS DIVISION  
OFFICE OF INFORMATION ANALYSIS AND ACCESS  
Office of Environmental Information (OEI)**

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**ORGANIZATIONAL  
HEAD**

Chief, Analytical Support Branch

**REPORTS TO**

Director, Environmental Analysis Division

**FUNCTIONS**

The Analytical Support Branch functions are as follows:

- Provide toxicology, chemistry, and environmental fate and transport expertise to support the Toxics Release Inventory (TRI) program, multi-media analyses and other OEI activities.
- Represent OEI concerns in Agency-wide activities related to development and application of computer models.
- Provide economic analysis expertise to support the TRI program and other OEI activities. Conduct economic and regulatory impact analyses to support TRI regulatory actions.
- Develop and implement Agency statistical policy and serve as the Agency focal point for technical expertise in statistics.

**BACKGROUND AND  
SUPPLEMENTAL  
INFORMATION**

- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Regulatory Flexibility Act, Small Business Regulatory Enforcement Fairness Act, Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy Protection Act, High Performance Computing Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, Emergency Planning and Community Right to Know Act, Pollution Prevention Act, EPA's Implementation of the Privacy Act, OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program).

**TOXICS RELEASE INVENTORY (TRI) PROGRAM DIVISION**  
**OFFICE OF INFORMATION ANALYSIS AND ACCESS**  
**Office of Environmental Information (OEI)**

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**ORGANIZATIONAL  
HEAD**

Director, Toxics Release Inventory Program Division

**REPORTS TO**

Director, Office of Information Analysis and Access

**FUNCTIONS**

The Toxics Release Inventory (TRI) Program Division has overall responsibility for implementing the Toxic Release Inventory (TRI) program under the Emergency Planning and Community Right to Know Act of 1986 and the Pollution Prevention Act of 1990.

Functions for which the Division has overall responsibility include:

- Overseeing TRI data receipt and handling;
- Developing Federal regulations necessary to implement the TRI program;
- Reviewing and acting on petitions for changes to the list of chemicals for TRI chemical reporting; and
- Overseeing TRI Right to Know activities.
- Promoting international pollutant registry/TRI-like activities.

Functions of the Immediate Office of the Division Director are as follows:

- Ensure that significant Division initiatives and programs are coordinated with related activities and functions throughout the Office of Environmental Information Access and Analysis of the Office of Environmental Information.
- Direct and/or advise project-specific coordination teams.
- Provide overall direction to the Division's programs and initiatives, and ensure that overall direction to the Divisions programs and initiatives are consistent with Office priorities.
- Ensure that Agency-wide issues encountered by the Division are elevated to the appropriate level in the Office, including the appropriate Information Subcommittee or the Quality and Information Council.
- Ensure that the activities of the Division are appropriately represented in OEI planning activities.
- Periodically identify customer service needs, set goals and performance measures, and measure and report on progress.

**BACKGROUND AND  
SUPPLEMENTAL  
INFORMATION**

- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Regulatory Flexibility Act, Small Business Regulatory Enforcement Fairness Act, Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy Protection Act, High Performance Computing Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, Emergency Planning and Community Right to Know Act, Pollution

Prevention Act, EPA's Implementation of the Privacy Act, OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program).

**TOXICS RELEASE INVENTORY (TRI) INFORMATION AND OUTREACH BRANCH**  
**TOXICS RELEASE INVENTORY PROGRAM DIVISION**  
**OFFICE OF INFORMATION ANALYSIS AND ACCESS**  
**Office of Environmental Information (OEI)**

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**ORGANIZATIONAL  
HEAD**

Chief, Toxics Release Inventory Information and Outreach Branch

**REPORTS TO**

Director, Toxics Release Inventory Program Division

**FUNCTIONS**

The Toxics Release Inventory (TRI) Information and Outreach Branch receives and processes TRI data, conducts quality control activities to ensure the reliability of the data and conducts outreach aspects of the TRI program. Functions of the Branch are as follows:

- Conduct TRI data management activities, including electronic submission of data; data processing; and error correction.
- Conduct public outreach for the TRI program.
- Develop information tools for the TRI program.
- Conduct TRI data analysis on behalf of the Agency and the public.
- Manage the trade secrecy review process for TRI trade secrets claims.

**BACKGROUND AND  
SUPPLEMENTAL  
INFORMATION**

- Governing statutes, orders and directives include: Clinger-Cohen Act, Paperwork Reduction Act, as amended, Computer Security Act, as amended, Government Performance and Results Act, Freedom of Information Act, as amended, Federal Managers Financial Integrity Act, Regulatory Flexibility Act, Small Business Regulatory Enforcement Fairness Act, Privacy Act, as amended, Electronic Communications Privacy Act, Computer Security Act, Computer Matching and Privacy Protection Act, High Performance Computing Act, Federal Records Act, Control of Paperwork Burdens on the Public, Records Management, Emergency Planning and Community Right to Know Act, Pollution Prevention Act, EPA's Implementation of the Privacy Act, OMB Circular A-11 (Preparation and Submission of Budget Estimates, as amended), OMB Circular A-6 (Coordination of Surveying, Mapping, and Related Spatial Data Activities), OMB Circular A-76 (Performance of Commercial Activities, as amended), OMB Circular A-123 (Management Accountability and Control, as amended), OMB Circular A-131 (Value Engineering), EPA Directive 1-41 (Mandatory Quality Assurance Program).



TOXICS RELEASE INVENTORY (TRI) REGULATORY DEVELOPMENT BRANCH  
TOXICS RELEASE INVENTORY PROGRAM DIVISION  
OFFICE OF INFORMATION ANALYSIS AND ACCESS  
Office of Environmental Information (OEI)

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**ORGANIZATIONAL  
HEAD**

Chief, Toxics Release Inventory Regulatory Development Branch

**REPORTS TO**

Director, Toxics Release Inventory Program Division

**FUNCTIONS**

The Toxics Release Inventory (TRI) Regulatory Development Branch develops all regulations and guidance needed to implement the TRI program. Functions of the Branch are as follows:

- Develop regulations and technical guidance to implement the TRI program.
- Develop regulatory compliance guidance for TRI.
- Prepare the annual public release of TRI data.
- Receive, review, and analyze petitions for exclusions or additions of chemical substances to the TRI list for chemical reporting. Recommend regulatory actions as appropriate.
- Provide technical assistance and guidance to the EPA Regions, the states and the regulated community.
- Implement and oversee TRI Right to Know activities.
- Promote international pollutant registry/TRI-like activities.

**BACKGROUND AND  
SUPPLEMENTAL  
INFORMATION**

None.